

1. The requisition has been approved but is not sourcing to a PO: In this situation, when you navigate to the eProcurement > Manage Requisitions page, expand the requisition line and select the “Approvals” icon you will see that all the approvers have an “Approved” status but the line header states “Awaiting Further Approvals”:

Approval Status	
Req Name: WS-2012 KAM Conf & Membership	<b>Requisition Alert</b> -Validate requisition ID for commodity code approval Business Unit: 04600 Requisition ID: 0000007903 Priority: Medium Prior Authorization Type
Total: 410.00 USD	
Requester: <a href="#">Jean A Darrah</a>	
Entered on: 10/01/2012	
Status: See Lines	
Requester's Justification: No justification entered by requester.	
<a href="#">Line Information</a>	
<a href="#">Review/Edit Approvers</a>	
<b>Route to Supervisors</b>	
<div><b>Line 1: Approved</b> 2012 KAM Membership-Stanley &amp; Bailey Supervisor Approval <div>Approved ✓ <a href="#">Chad Voigt</a> Supervisor by UserID 10/1/2012 - 1:45 PM</div> → <div>Approved ✓ <a href="#">Heather M Abernathy</a> Supervisor by UserID 10/1/2012 - 2:51 PM</div></div>	
<div><b>Line 2: Awaiting Further Approvals</b> 2012 KAM Conference Registration for Diane Bailey Supervisor Approval <div>Approved ✓ <a href="#">Chad Voigt</a> Supervisor by UserID 10/1/2012 - 1:45 PM</div> → <div>Approved ✓ <a href="#">Heather M Abernathy</a> Supervisor by UserID 10/1/2012 - 2:51 PM</div></div>	
<div><b>Line 3: Awaiting Further Approvals</b> 2012 KAM Conference Registration - Erika Stanley Supervisor Approval <div>Approved ✓ <a href="#">Chad Voigt</a> Supervisor by UserID 10/1/2012 - 1:45 PM</div> → <div>Approved ✓ <a href="#">Heather M Abernathy</a> Supervisor by UserID 10/1/2012 - 2:51 PM</div></div>	
<a href="#">Return to Manage Requisitions</a>	

- The requisition is stuck and not moving to the next approver: In this situation, when you navigate to the eProcurement > Manage Requisitions page, expand the requisition line and select the “Approvals” icon you will see that there are Approvers with an “Approved” status but the next approver in line has a status of “Not Routed” when it should be “Pending”:

**Approval Status**

Req Name: Fisher Scientific LLC

Total: 920.00 USD

Requester: [Rodney L. Kinson](#)

Entered on: 09/25/2012

Status: See Lines

Requester's Justification: No justification entered by requester.

**Requisition Alert**

-Validate requisition ID for commodity code approval

Business Unit: 66000

Requisition ID: 0000001010

Priority: Medium

Prior Authorization Type

Line Information

Review/Edit Approvers

**Route to Supervisors**

**Line 1: Awaiting Further Approvals**  
Safemark Mask Blue with eye shield

Supervisor Approval

Approved: [Erica M. Martin Peersch](#)  
Supervisor by UserID  
9/25/2012 - 3:18 PM

Not Routed: [Hugh C. Poole](#)  
Supervisor by UserID

Not Routed: [Michael E. DeSandro](#)  
Supervisor by UserID

Should be Pending

**Line 2: Approved**  
freight

Supervisor Approval

Approved

Approved

Approved

- The requisition has been approved and sourced to a PO but is still showing on the approvers worklist. When the “Worklist” link is selected at the top of your screen and a requisition link is selected you will see that you have approved the requisition and no longer can see/select any of the workflow options (Approve, Deny, Push Back):

**Requisition Review**

Req Name: 0000003908

Total: 20,000.00 USD

Requester: [Crystal R. Weather](#)

Entered on: 09/27/2012

Status: See Lines

Requester's Justification: No justification entered by requester.

**Requisition Alert**

-Validate requisition ID for commodity code approval

Business Unit: 19500

Requisition ID: 0000003908

Priority: Medium

Prior Authorization Type: USR

Line Information

Line	Item Description	Vendor Name	Qty / UOM	Price / Cost
1	C. WATER 911-80012	ELDORADO-013	1.0000 EA	20,000.00000 USD

Select All / Deselect All

View Line Details

Review/Edit Approvers

**Route to DivPurchase Approval**

**Line 1: Approved**  
C. WATER 911-80012

NonContract Lines Tot = 0Auth

Approved: [Marilyn M. Malacouath](#)  
Div Of Purchase Approver  
9/27/2012 - 1:34 PM

Approved: [Crystal R. Weather](#)  
Initiated Approver  
9/26/2012 - 11:42 AM

Have already approved and no workflow options available.